



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

IN REPLY REFER TO:

DIRECTOR'S ORDER NO. 150

Subject: Payment of Federal Employees Health Benefits Program Premiums for Employees Called to Active Duty

Sec. 1 What is the purpose of this Order? This Order establishes Fish and Wildlife Service policy and procedures for payment and/or reimbursement of the employee's share of the Federal Employees Health Benefits Program (FEHB) premium for Service employees called to active duty in support of a contingency operation.

Sec. 2 What is the authority for this action? Public Law 107-107, National Defense Authorization Act for Fiscal Year 2002, and Departmental Personnel Bulletin 03-10, Payment of Federal Employee Health Benefit Program Premiums for Employees Called to Active Duty.

Sec. 3 What is Service policy on payment and/or reimbursement of FEHB premiums for employees called to active duty? The Service will pay the employee share of the FEHB premiums for employees called to active duty, and reimburse any premiums paid retroactive to September 11, 2001, for all eligible employees for the first 18 months of active duty.

Sec. 4 What are the eligibility criteria? To be eligible to participate in the program, you must be:

a. In a health benefits plan under the FEHB and elect to continue that enrollment while in non-pay status.

b. A member of a reserve component of the U.S. Armed Forces. These components are: the Army National Guard of the United States; Army Reserve; Naval Reserve; Marine Corps Reserve; Air National Guard of the United States; Air Force Reserve; and Coast Guard Reserve.

c. Called or ordered to active duty in service of the United States (voluntary or involuntarily) in support of a contingency operation (as defined in United States Code, Title 10, Section 101(a)(13)).

d. Placed on leave without pay or separated from service to perform active duty and serve on active duty for a period of more than 30 consecutive days.

This policy does not apply to members of the Army National Guard or Air National Guard ordered to duty under United States Code, Title 32, or any provision of state, territorial, or District of Columbia code.

Sec. 5 What are the procedures for seeking payment and/or reimbursement? Eligible employees who wish to seek payment and/or reimbursement of their FEHB premiums while on active duty, must submit a written request to their servicing human resources office (SHRO,) along with a copy of their official military orders. The SHROs will forward all requests to the National Business Center Payroll Office for payment.

Sec. 6 How will I receive reimbursement? Payment will be made through the Federal Personnel and Payroll System.

Sec. 7 What is the effective date of this Order? This Order is effective immediately. It will expire June 30, 2004, unless amended, suspended, or revoked. We will incorporate the provisions of this Order in 227 of the Fish and Wildlife Service Manual.


Deputy DIRECTOR

Date: APR 18 2003